Welcome Home to Windsor at Midtown

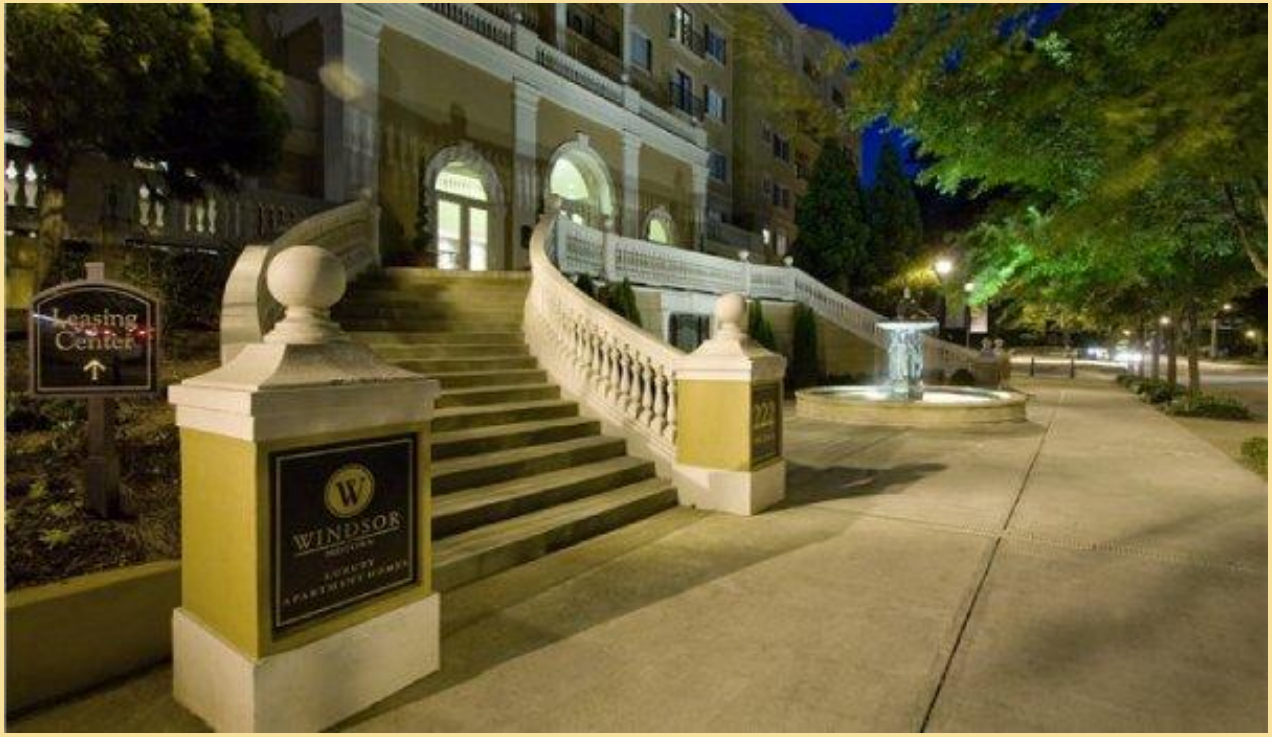
We are so glad you have chosen Windsor at Midtown as your new home. This is a quick introduction that we hope will be a useful resource prior to your upcoming move. Of course, if you have any questions we are always happy to assist.

Welcome Home!

Your Windsor Midtown Team

404-815-1425

www.midtownblog.com



Contact the leasing office to reserve your elevator time.

Moving Hours

Move-ins and move-outs are only permitted:

- Monday & Thursday 9:30 - 4:30
- Tuesday and Friday 10:00 - 6:30
- Wednesday 9:30 - 6:30
- Saturday 10:00 - 5:00
- No moving is permitted on Sundays.

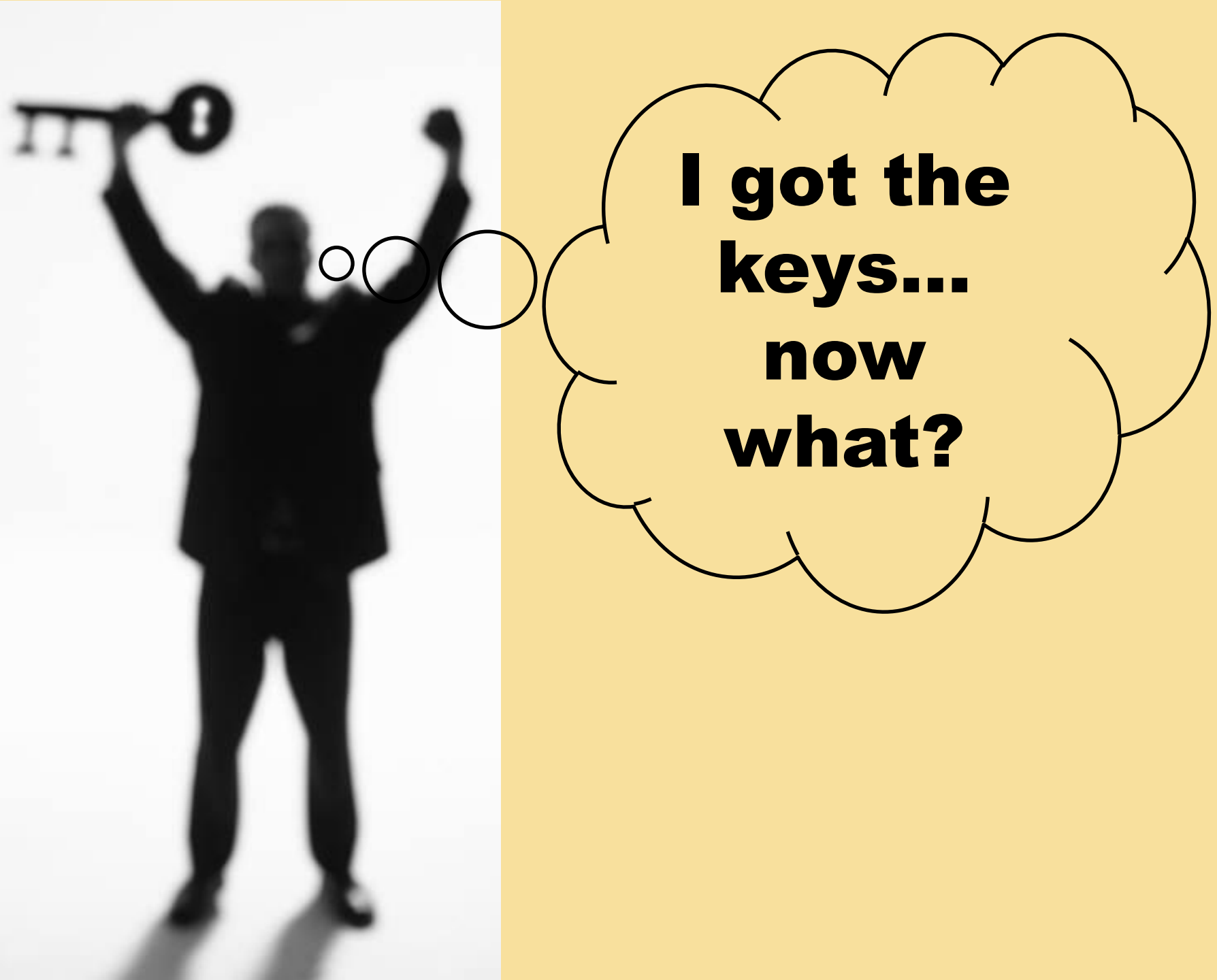
NOTE:

Trucks over **24ft in length or 7.5ft in width** are not permitted to use the service road due to size constraints.

On Move-In Day:

Come to the leasing office at your scheduled move time to pick up gate/freight elevator keys.

Remember to bring your photo ID.


I got the keys… now what?

All moving trucks enter on the West (left) side of the property.

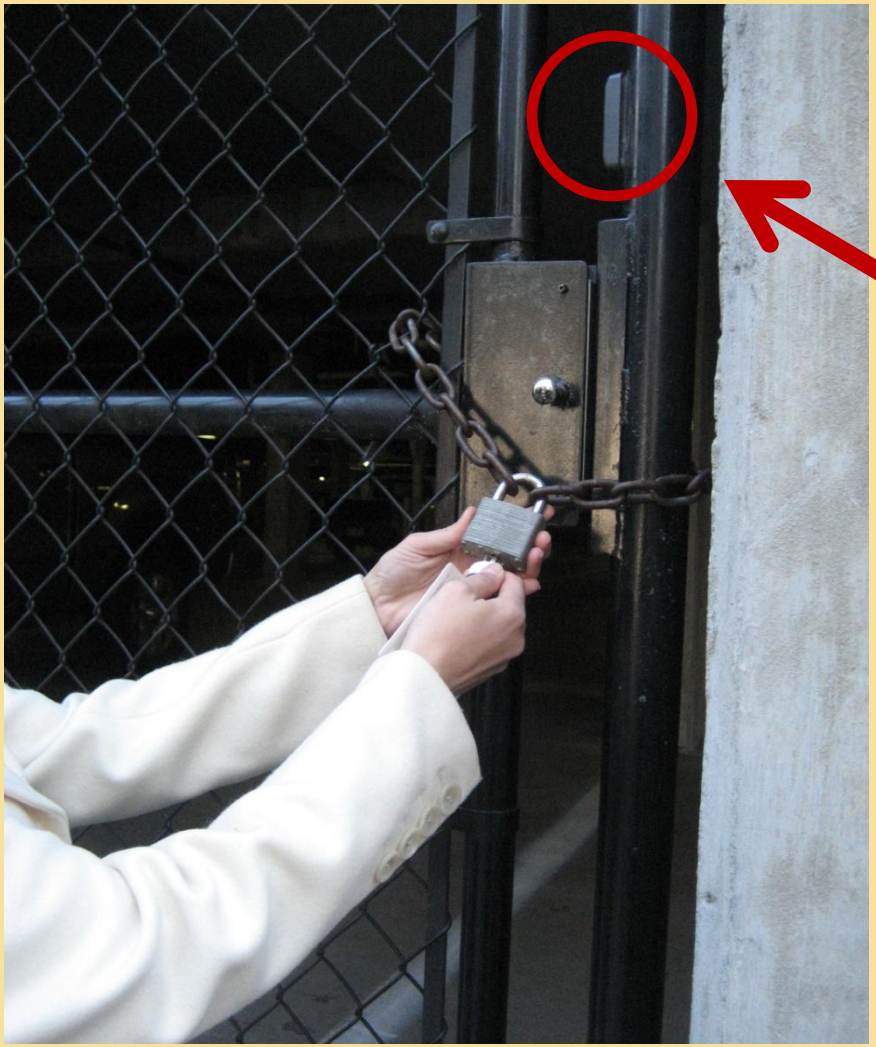
Drive truck up to the service entry area.

Use the key issued by the office to unlock the gate.

Drive truck through and to the back side of the building. Please lock the gate after entering.

On the back side of the building, there are two sets of loading area doors(East & West sides).

Unlock and use the access card/fob to open the loading entry door.



Please do not leave the door propped open or an alarm will sound. The access card/fob provided will quickly re-open the door.

Walk through the garage to the elevator lobby. There are two lobbies (East & West side).

WARNING
ALL ACTIVITIES ARE RECORDED ON VIDEO TAPE TO AID IN THE PROSECUTION OF ANY CRIME COMMITTED AGAINST THIS FACILITY
WARNING
PERMIT PARKING ONLY
UNAUTHORIZED VEHICLES WILL BE TOWED AT VEHICLE OWNER'S EXPENSE
TOWING ENFORCED AT ALL TIMES
Do Not Leave The Door Propped Open.
Level
P2
IN CASE OF POWER FAILURE OR EMERGENCY
Please Use The Westside Stairwell Located In The Elevator Lobby On Level P1

The elevator on the **left** side is the freight elevator. Please do not use the elevator on the right for moving purposes.

Insert the elevator key and turn to the “SERV.” position. This locks off the elevator for your use.

Once in the locked position, you must press and continue to hold the button to go to your desired floor. Please keep the keys with you at all times and do not leave them unattended in the elevator.

When you are done moving, pull your truck around to the other side of the building to exit.
Please use caution as it is a tight turn.

Reminders:

- Please lock all doors and gates.
- Reset the elevator to regular service mode.
- Return all keys and access cards/fobs to the office and pick up your photo ID.

Congratulations on completing your move!

Stay Connected with Us!

404-815-1425

www. windsorcommunities.com/midtown